

**Department of Personnel Administration  
Memorandum**

**TO: Personnel Management Liaisons (PML)**

<b>SUBJECT:</b> Travel/Relocation Programs – Mileage Reimbursement Rate for Use of Personal Vehicle	<b>REFERENCE NUMBER:</b> 2010-036
<b>DATE ISSUED:</b> 12/13/2010	<b>SUPERSEDES:</b>

This memorandum should be forwarded to:

**Accounting Officers  
Budget Officers  
Claims Coordinators  
Employee Benefit Officers  
Labor Relations Officers  
Personnel Officers  
Personnel Transactions Staff  
Personnel Transactions Supervisors  
Travel and Relocation Liaisons**

**FROM:** Department of Personnel Administration  
Benefits Division

**CONTACT:** Ray Asbell, Statewide Travel/Relocation Program Manager  
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Effective January 1, 2011, the personal vehicle mileage reimbursement rate for all State employees, except those represented by Bargaining Unit (BU) 6, will be 51 cents per mile (CPM). The relocation/moving mileage reimbursement rate for all current State employees and New-Hires to State service will be 19 CPM.

At this time, employees represented by BU 6 may claim 34 CPM for vehicle mileage reimbursement and 19 CPM for relocation/moving mileage.

The State mileage rates mirror those of the Internal Revenue Services' (IRS) published mileage reimbursement rates. DPA will notify departments via PML of subsequent changes to the IRS rates.

If you have questions or need assistance with the information provided above, please contact Ray Asbell.

/s/Greg Beatty

Greg Beatty, Chief  
Benefits Division